

Budget Decision Making Process Issues

(August 10, 2015)

When does Council meet and on what?

- 1) The morning of August 17 and if so w/what staff present?
- 2) The morning of August 19 and if so w/what staff present?
- 3) All August 27 and if so w/what staff present?
- 4) All day on September 1.
- 5) All day on September 8.

“Concept Menu”

- 1) Staff has already “costed” a number of past approved IFC’s (“Items From Council”)
 - a) This list should be presented to Council now and will populate the initial “Concept Menu.”
- 2) Staff will maintain and circulate the Concept Menu as it changes over time:
 - a) Concept Menu will show (a) concept description and (b) budget impact of “live” concepts for:
 - i) Approved IFC’s (not yet removed in the budget process)
 - ii) Council Member initiated concepts that do not require material staff effort to cost
 - iii) Council Member initiated concepts that require material staff effort to cost (threshold for initial inclusion on the Concept Menu changes over time, see below)
 - b) Council Members may initiate concepts at work sessions, message board, Q&A, email
 - c) Concept Menu will be organized into three sections:
 - (1) Budget cuts or reductions
 - (2) Budget expense increases
 - (3) Changes in Revenue
 - ii) Once on the Concept Menu, a proposal remains unless or until removed by Council
- 3) Staff will “cost” those initiated concepts (that require material staff effort to cost) within five days of a Council request that meets the threshold as it exists at that time
- 4) Staff will maintain and circulate to Council the Concept Menu (in real time, but not less than daily) as items are added or removed

Timeline

1) **August 14: Deadline:**

After Aug. 14, a council initiated concept requiring material staff effort must have two council members requesting.

2) **August 20: Deadline:**

After Aug. 20, a council initiated concept requiring material staff effort must have three council members requesting.

3) **August 27 Meeting: Consider concepts and proposals and do rough cut on selected items**

- a) Any Council Member can ask for a concept or proposal to be discussed, whether or not on the Concept Menu
 - b) Any Council Member can ask for a concept to be removed from the Concept Menu
 - i) It takes Eight votes to remove a concept on the Concept Menu
 - ii) A concept removed from the Concept Menu may be re-listed at next meeting with Five votes
 - c) Non-consideration of any concept, at this point, does not preclude later consideration of that concept
 - d) After Aug. 27 meeting is over, a council initiated concept requiring material staff effort must have four council members requesting.
- 4) **September 1 Meeting: Consider concepts and proposals and narrow issues as much as possible**
- a) Any Council Member can ask for a concept or proposal to be discussed, whether or not on the Concept Menu
 - b) Any Council Member can ask for a concept to be removed from the Concept Menu
 - i) It takes Seven votes to remove a concept on the Concept Menu
 - ii) A concept removed from the Concept Menu may be re-listed at the next meeting with Six votes
 - c) Non-consideration of any concept, at this point, does not preclude later consideration of that concept
 - d) After Sept. 1 meeting is over, a council initiated concept requiring material staff effort must have five council members requesting.
- 5) **September 8 Meeting: Final budget consideration.**

(Process to be proposed later.)

What does it mean for staff to “cost” a concept?

Future Staff “costing” for inclusion on the Concept Menu will include:

- 1) Cuts to Mgr’s budget: \$___ in Expense Saved
- 2) Additions to Mgr’s budget:
 - a) \$___ in Increased Cost
 - b) Analysis and listing of any Council Member proposed off-setting budget cut or increased revenue?
 - c) Mgr’s proposal for off-setting budget cut or increased revenue (if there is an associated or related option?
- 3) Revenue changes to Mgr’s budget: \$___ in Revenue Change
- 4) Budget impact of related variations (doing a little more or a little less) so that the relative impact of variations could be generally assessed.